



WWF *for a living planet*

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Vacancy Announcement

WWF, the global conservation organization with its mission to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by

- conserving the world's biological diversity;
- ensuring that the use of renewable natural resources is sustainable; and
- promoting the reduction of pollution and wasteful consumption

is looking for a dedicated, passionate and inspiring **Thai National** to fill a challenging vacancy for the following project staff positions in Thailand for:

FINANCE MANAGER (Salary: 70-75K)

I. Major Functions:

- Overall responsible for financial management and accounting of WWF Thailand and make sure all deliverables are produced and submitted in time and accurate.
- Overall responsible for operations of the Finance Unit of WWF Thailand and make sure the internal controls system in place that complies with regulations of WWF and Thailand Government.

II. Tasks and Responsibilities:

Accounting

- V** Oversees the day-to-day accounting transactions, providing support to finance staff in implementing policies, procedures and systems.
- W** Reviews all accounting transactions to ensure that the expenses is reasonable and correctly charged to the appropriate project and according to budget constraints.
- W** Coordinates with the WWF GMPO Finance staff to establish project bank accounts in conjunction with Operations Manager.
- W** Provides support to staff on the operation of ACCPAC. Be knowledgeable in maintaining ACCPAC on the local area network. Plan for the future installation and training on other components of the computerized accounting system.
- W** Supervises the monthly closing process, adhering to the monthly deadline and with responsibility for reviewing reconciliation of all balance sheet accounts and overseeing the closing of ACCPAC.
- W** Responsible for year end closing and reporting. This includes closing the year in ACCPAC and making ACCPAC changes for the new year such as revised chart of accounts and deletes unused accounts.
- W** Prepares all audit schedules. Following WWF's year-end external audit or individual internal project audits, assists Operations Manager in developing a response to the audit along with a concise plan for implementing audit recommendations.

President: HE Chief Emeka Anyaoku
Director General: Dr Claude Martin
President Emeritus:
HRH The Duke of Edinburgh
Founder President:
HRH Prince Bernhard of the Netherlands

Registered as:
WWF-World Wide Fund For Nature
WWF-Fondo Mondiale per la Natura
WWF-Fondo Mundial para la Naturaleza
WWF-Fonds Mondial pour la Nature
WWF-Welt Natur Fonds
Also known as World Wildlife Fund



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Financial Management

- V Assists in the preparation and reviews the project funding proposals (financial part) before submission to the donor.
- W Coordinates the preparation of the annual operations and budgets and the three-year budget plan.
- W Calls funds from WWF International, N.Os and other donors according to agreed upon procedures or per the donor contract via Operations Manager or CD.
- W Oversees the monthly financial cash flow projections for the Office.
- W Oversees implementation of cost recovery system. Incorporate cost recovery into new budgets, record in the financial system, report back cost recovery to donors and CD and OM and analysis of budgeted and actual cost recovered.
- W Oversees monthly reporting process. Present monthly project financial reports to the OM /CD for review and approval before the 10th of the month. Other management reports will be ready for submission to OM/ CD by 15th of the month.
- W Reviews the Project Unit current financial situation. In collaboration with the Project Managers, monitors budgeted activities against actuals based on work plans.
- W Assists in following up on necessary budget revisions, contacts with donors so as to adapt the implementation of their project as necessary.
- W Reviews financial reports to donors and WWF Networks and GMPO and submit to CD/OM for approval on a timely basis. Prepare other donor financial requirements as required and be knowledgeable about individual donor requirements.
- W As part of the Finance team, assist in training Project Units in budgeting, donor requirements, ACCPAC reports, cost recovery, and third party requirements.
- W Ensures that cash receipts from selling products and transferring costs of assets be accurately recorded as per Operations Manual.

Project Units Finances

- V Monitors monthly submission of financial reports from projects to identify problems and suggests solutions.
- W In collaboration with the OM and Accountant, assess internal audit risk, financial capacity, and general finance performance of all project units.
- W Visits project units according to established internal audit schedule and risk assessment to review financial procedures in place, review the computerized accounting system (if any), and then produce a report with recommendations.
- W Assists OM in conducting an annual evaluation of internal controls in the Office and Units.
- W Prepares all audit schedules. In alliance with the project unit, produce a response to the audit report along with a concise plan for implementing audit recommendations.
- W Oversees implementation of field project finance system including training on financial procedures, implementation of computerized accounting system and on going support from the Office.
- W Implements revised financial system for third party contractees. This task will include training Project Unit Manager and Finance & Administration staff at project units to prepare third party contract budget and review financial reports from third parties. The third parties contractees will be trained on general finance and accounting, specifically the process surrounding preparation of financial reports for submission to WWF.

Other Duties

- V Ensures the regular update of the fixed asset register and sub-ledger of fixed assets received from Corporate.
- W Review payroll cost allocation quarterly.
- W Assist in the purchasing procedure as required.

- W Supervises two staff members
- W **Perform other tasks as directed by the Operations Manager/Country Director.**



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- Ensures that the procedure manuals for financial matters are updated and correctly implemented at the Office as well as at the project units .

Qualifications

- Local national with Bachelors degree in financial accounting
- At least five years experience in Finance and Accounting at a senior level
- Fluency in written and spoken English and the local language
- Experience with international non profit organisations would be an asset
- Experience with donor relations

Technical skills :

- Leadership and management skills
- Planning and budgeting capacity
- Analytical skills
- Experience with accounting and banking systems
- Audit techniques and internal controls
- Communication skills
- Information Technology skills
- Management accounting
- Knowledge of local rules
- Compliance with donors rules

Personal qualities :

- Creative & Resourceful
- Team builder and player
- Integrity & Open-minded
- Able to cope with extensive workload and flexible working hours
- Results and solution oriented
- Able to meet deadlines
- Good interpersonal skills
- Very motivated & Attentive to detail

III. WWF's Mission and Values:

1. It is part of every staff member's terms of reference to contribute to **WWF's mission**:
WWF's Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:
 - *conserving the world's biological diversity*
 - *ensuring that the use of renewable natural resources is sustainable*
 - *reducing pollution and wasteful consumption.*
2. It is also part of every staff member's terms of reference to embody WWF's **values**, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.

Interested person please email a cover letter, CV and a photo to
hr.th@wwfgreatermekong.org.

Application deadline: 15 July 2009



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